



BSO Tutorial for Tax Year 2004

Create Forms W-2c Online

Contains the following lessons:

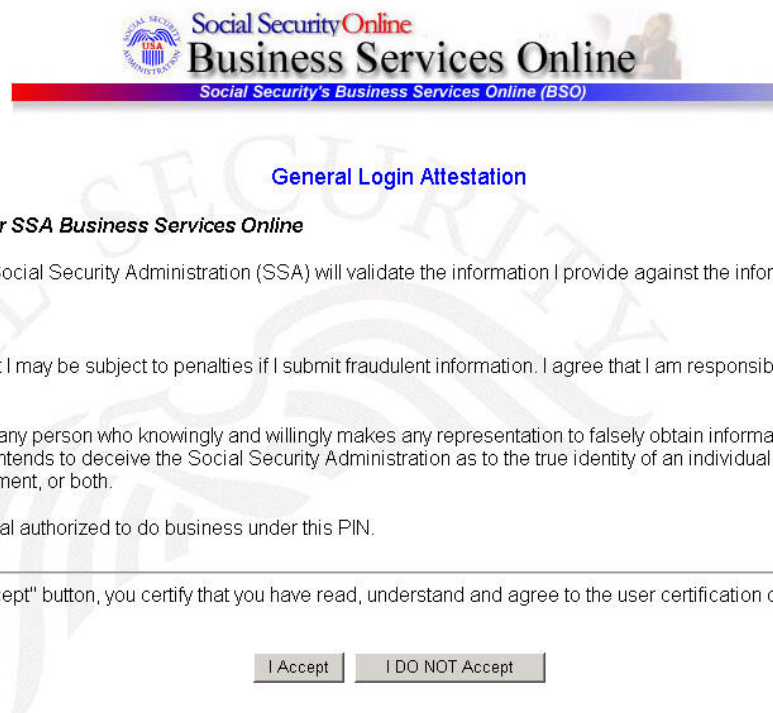
- [Create Forms W-2c Online](#)
- [Download Submitted W-2cs](#)

Lesson 1: Create Forms W-2c Online

Follow the instructions below to create up to 5 Forms W-2c online.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.

Step 2: Select the **Login** link on the Business Services Online Welcome page. The system displays the General Login Attestation page.



The screenshot shows the header of the Social Security Online Business Services Online (BSO) page. It includes the Social Security Administration logo, the text "Social Security Online", and "Business Services Online". Below this is a blue bar with the text "Social Security's Business Services Online (BSO)". The main heading is "General Login Attestation".

User Certification for SSA Business Services Online

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.


I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my PIN.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am the individual authorized to do business under this PIN.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Business Services Online Login page.



 Social Security Online
Business Services Online
Social Security's Business Services Online (BSO)

☒ BSO Help

Business Services Online Login

Type your Personal Identification Number (PIN) and password, then select Login.

PIN: Password:

[Select this link if you forgot your password.](#)
[Select this link if you need to complete your phone registration.](#)

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

Step 4: Enter your PIN and password.

Step 5: Select the **Login** button. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

Step 6: Select the **Enter Forms W-2c for Tax Year 2004** link.

- ▶ [Enter Forms W-2c for Tax Year 2004](#)
Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2004 W-2s. Five (5) reports can be entered at one time.

The system displays the Wage Reporting Attestation page.



Wage Reporting Attestation

User Certification for Wage Reporting via the SSA Business Services Online

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that I am the individual authorized to conduct business under this PIN and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Step 7: Select the **I Accept** button after reading the conditions defined on the Wage Reporting Attestation page. The system displays the W-2c Online Information for Tax Year 2004 page.



Social Security Online

Business Services Online

W-2c Online Help

W-2c Online Information for Tax Year 2004

W-2c Online lets you create, print, and submit up to 5 Forms W-2c to the Social Security Administration. You may not use W-2c Online if any of the restrictions below apply to you.

Note: W-2c Online does not contain any Test features. Please do not submit any data you do not want processed by the Social Security Administration.

Data entered in boxes 15 through 20 on the Form W-2c will not be shown on the Form W-3c. However, this data will be displayed on individual W-2cs when printed. State data submitted to the Social Security Administration will not be furnished to the State.

You will need **Adobe Acrobat Reader** (version 5.0 is recommended) to print your Form W-3c and Forms W-2c. [Follow this link](#) to go to Adobe's free download page.

BEFORE CONTINUING, YOU MUST:

- Read all restrictions carefully.
- Verify your registration information.
- Specify whether you are filing for yourself or another company.

When you have finished, select the **Continue** button at the bottom of this page.

The following RESTRICTIONS apply to all W-2c Reports:

- Previous W-2s where both the Name and SSN fields were blank may not be corrected.
- Third-party sick pay recap forms may not be corrected.
- Agent indicator code may not be corrected.
- You must verify your W-2 has moved to [Complete](#) status before attempting to file a correction.
- Self-employed individuals may not file correction reports.
Note: Self-employment income and applicable taxes must be reported on Internal Revenue Service Form Schedule SE, as required by the Internal Revenue Service. If you have questions on self-employment income and tax reporting, visit the Internal Revenue Service web site at www.irs.gov or call 1-800-829-1040. For TDD/TTY call 1-800-829-4059.

The following RESTRICTIONS apply only to W-2c Online:

- Do NOT use W-2c Online if you are attempting to file Forms W-2.
- Do NOT use W-2c Online if you are filing corrections for a tax year other than 2004.
- Do NOT use W-2c Online if you are attempting to correct address information. Please complete IRS Form 8822 to correct address information.
- Do NOT use W-2c Online if you are attempting to correct Employment Type or Establishment Number.
- Do NOT use W-2c Online if you are only correcting state wage/tax data (Boxes 15-20 on Form W-2c). SSA does not pass W-2c information on to the states.
- Do NOT use W-2c Online if you are correcting a previous W-2c report.
- Do NOT use W-2c Online if you are correcting wages earned in American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, or the Virgin Islands.
- Do NOT use W-2c Online if you are correcting United States military wages or using a military Employer Identification Number (EIN).
- Corrections cannot be made to incorrectly filed EINs.
- You may only enter up to five Forms W-2cs per Form W-3c.

NOTE: W-2c Online does not contain a 'Save' feature. Therefore, you must enter and submit your corrections in one session.

REGISTRATION INFORMATION

You provided the following contact information when you registered to use Business Services Online. This information will be saved with your annual wage report so that we can contact you if questions arise. Please check to be sure this information is correct.

Your Company's Name: **ACME ASSOCIATES**
 Your Company's EIN: **99-9999999**
 Your Name: **JANE DOE**
 Your Address: **123 ANYWHERE STREET**
ANYTOWN, ST 99999
 Your Phone: **123-555-0100**
 Your Extension (optional): **<Not Specified>**
 Your Fax (optional): **<Not Specified>**
 Your E-Mail Address (optional): **<Not Specified>**

If the above registration information is no longer accurate, please [follow this link](#) to log out and update it.

If you need assistance with the information requested on either the Form W-2 or Form W-3, please visit the Internal Revenue Service website at www.irs.gov or call 1-800-829-4933. For TDD/TTY call 1-800-829-4059.

FOR WHOM ARE YOU FILING?

Please choose one of the following options:

- ☐ I am filing Forms W-2 for my company's employees.
☐ I am filing Forms W-2 for another company's employees.

Options	
Continue	Continue with W-2 Online. Read Privacy Act and Paperwork Reduction Act Notice.
Cancel	Abandon your changes and return to the BSO Home Page.

Privacy Act and Paperwork Reduction Act Notice.
 We ask for the information on Forms W-2 and W-3 to carry out the Internal Revenue laws of the United States. We need it to figure and collect the right amount of tax. Section 6051 and its regulations require you to furnish wage and tax statements to employees and to the Social Security Administration. Section 6109 requires you to provide your employer identification number. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia for use in administering their tax law. If you fail to provide this information in a timely manner, you may be subject to penalties.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file these forms will vary depending on individual circumstances. The estimated average times are: Form W-2 -- 30 minutes, and Form W-3 -- 29 minutes.

Step 8: Select the appropriate response for the **FOR WHOM ARE YOU FILING?** section after reviewing the Registration Information.

**NOTE**

The FOR WHOM ARE YOU FILING? radio buttons are not available for self-employed users.

Step 9: Select the **Continue** button after reviewing the Privacy Act and Paperwork Reduction Act notice. The system displays the W-2c Online Employer Data for Tax Year 2004 page. (Otherwise, select the **Cancel** button to end this session and return to the BSO Home Page.)


[W-2c Online Help](#)

W-2c Online Employer Data for Tax Year 2004

Please fill in your information below:

Fields marked with an asterisk (*) MUST be completed.

Employer's Information	
Employer Identification Number (EIN) *	<input type="text" value="999999999"/>
Employer's Name *	<input type="text" value="JANE DOE"/>
Employer's Address	
Address Line 1:	<input type="text" value="123 Anywhere Street"/>
Address Line 2:	<input type="text"/>
City *	<input type="text" value="Anytown"/>
Please enter a U.S. Domestic Address OR a Foreign Address	
Country *	<input type="text" value="United States"/>
State Abbreviation (for U.S.) / Province *	<input type="text" value="ST"/>
Zip / Postal Code *	<input type="text" value="99999"/>
Zip Ext. (U.S. Only)	<input type="text"/>
Please select Kind of Payer *: <input checked="" type="radio"/> 941 (Regular) <input type="radio"/> 943 (Agriculture) <small>(Note: Military payers cannot file using this service)</small> <input type="radio"/> CT-1 (Railroad) <input type="radio"/> Household Employer <input type="radio"/> Medicare govt. emp. (For Government EINs ONLY)	
Warning! Be sure to select the appropriate <i>Kind of Payer</i> . You will not be given an opportunity to change your selection later.	
<input type="checkbox"/> Third-party sick pay	
Establishment Number:	<input type="text"/>
Employer State ID Number:	<input type="text"/>
Contact Person	
Name *	<input type="text" value="JAN PUBLIC"/>
E-mail Address:	<input type="text"/>
Telephone Number:	<input type="text" value="1235550102"/>
Ext:	<input type="text"/>
Fax Number:	<input type="text"/>
Options	
<input type="button" value="Continue"/>	Save your entries and begin creating W-2cs.
<input type="button" value="Cancel"/>	Abandon your entries and return to the BSO Home Page.

Step 10: Enter your employer information. If you are filing for your own company, the system automatically populates this information.



All fields marked with an asterisk () must be completed.*

Step 11: Select the **Continue** button. The system displays the W-2c Online Form W-2c for Tax Year 2004 page. (Otherwise, select the **Cancel** button to exit and return to the BSO Home Page.)



Social Security Online Business Services Online



W-2c Status:
You are currently working on W-2c number 1.

W-2c Online Form W-2c for Tax Year 2004

Fields marked with an asterisk (*) MUST be completed.			
a Tax Year/Form corrected 2004/W-2		For Official Use Only OMB No. 1545-0008	
b Employee's correct social security number* [] - [] - []	c Corrected name <input type="checkbox"/> (If checked enter correct name in box e and complete box i)	d Employer's Federal EIN 99 - 9999999	
e Employee's Name first: [] middle: [] last: [] suffix: []		g Employer's name, address, and ZIP code JANE DOE 123 ANYWHERE STREET ANYTOWN, ST 99999	
f Employee's address and ZIP code Suite/Attn.: [] Country: * United States Street/P.O.Box: [] State / Province: * [] City: * [] Zip / Postal Code: * [] Zip Ext. (U.S.Only): []			
Complete boxes h and/or i only if incorrect on last form filed.		i Employee's Name (as reported on the original W-2) first: [] middle: [] last: [] suffix: []	
h Employee's incorrect social security number [] - [] - []			
Note: Complete only the money fields being corrected.			
Previously reported	Correct information	Previously reported	Correct information
1 Wages, tips, other compensation \$ [] . []	1 Wages, tips, other compensation \$ [] . []	2 Federal Income Tax withheld \$ [] . []	2 Federal Income Tax withheld \$ [] . []
3 Social security wages \$ [] . []	3 Social security wages \$ [] . []	4 Social security tax withheld \$ [] . []	4 Social security tax withheld \$ [] . []
5 Medicare wages and tips \$ [] . []	5 Medicare wages and tips \$ [] . []	6 Medicare tax withheld \$ [] . []	6 Medicare tax withheld \$ [] . []
7 Social security tips \$ [] . []	7 Social security tips \$ [] . []	8 Allocated tips \$ [] . []	8 Allocated tips \$ [] . []
9 Advance EIC payment \$ [] . []	9 Advance EIC payment \$ [] . []	10 Dependant care benefits \$ [] . []	10 Dependant care benefits \$ [] . []

11 Nonqualified plans: Section 457 distributions or contributions \$ <input type="text"/> . <input type="text"/>	11 Nonqualified plans: Section 457 distributions or contributions \$ <input type="text"/> . <input type="text"/>	12a code: <input type="text"/> \$ <input type="text"/> . <input type="text"/>	12a code: <input type="text"/> \$ <input type="text"/> . <input type="text"/>
Not Section 457 distributions or contributions \$ <input type="text"/> . <input type="text"/>	Not Section 457 distributions or contributions \$ <input type="text"/> . <input type="text"/>	12b code: <input type="text"/> \$ <input type="text"/> . <input type="text"/>	12b code: <input type="text"/> \$ <input type="text"/> . <input type="text"/>
13 Statutory Retirement Third-party employee plan sick-pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	13 Statutory Retirement Third-party employee plan sick-pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	12c code: <input type="text"/> \$ <input type="text"/> . <input type="text"/>	12c code: <input type="text"/> \$ <input type="text"/> . <input type="text"/>
14 Other Description (1) <input type="text"/> Amount (1) \$ <input type="text"/> . <input type="text"/> Description (2) <input type="text"/> Amount (2) \$ <input type="text"/> . <input type="text"/>	14 Other Description (1) <input type="text"/> Amount (1) \$ <input type="text"/> . <input type="text"/> Description (2) <input type="text"/> Amount (2) \$ <input type="text"/> . <input type="text"/>	12d code: <input type="text"/> \$ <input type="text"/> . <input type="text"/>	12d code: <input type="text"/> \$ <input type="text"/> . <input type="text"/>

State Correction Information			
Previously reported	Correct information	Previously reported	Correct information
15 State (1) <input type="text"/> Employer's state ID Number (1) <input type="text"/>	15 State (1) <input type="text"/> Employer's state ID Number (1) <input type="text"/>	15 State (2) <input type="text"/> Employer's state ID Number (2) <input type="text"/>	15 State (2) <input type="text"/> Employer's state ID Number (2) <input type="text"/>
16 State wages, tips, etc. (1) \$ <input type="text"/> . <input type="text"/>	16 State wages, tips, etc. (1) \$ <input type="text"/> . <input type="text"/>	16 State wages, tips, etc. (2) \$ <input type="text"/> . <input type="text"/>	16 State wages, tips, etc. (2) \$ <input type="text"/> . <input type="text"/>
17 State income tax (1) \$ <input type="text"/> . <input type="text"/>	17 State income tax (1) \$ <input type="text"/> . <input type="text"/>	17 State income tax (2) \$ <input type="text"/> . <input type="text"/>	17 State income tax (2) \$ <input type="text"/> . <input type="text"/>

Locality Correction Information			
18 Local wages, tips, etc. (1) \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. (1) \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. (2) \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. (2) \$ <input type="text"/> . <input type="text"/>
19 Local income tax (1) \$ <input type="text"/> . <input type="text"/>	19 Local income tax (1) \$ <input type="text"/> . <input type="text"/>	19 Local income tax (2) \$ <input type="text"/> . <input type="text"/>	19 Local income tax (2) \$ <input type="text"/> . <input type="text"/>
20 Locality Name (1) <input type="text"/>	20 Locality Name (1) <input type="text"/>	20 Locality Name (2) <input type="text"/>	20 Locality Name (2) <input type="text"/>

Options	
<input type="button" value="New W-2c"/>	Keep this W-2c and create another W-2c.
<input type="button" value="Done"/>	Keep this W-2c and review a list of W-2cs you have entered.
<input type="button" value="Cancel"/>	Abandon this W-2c and review a list of W-2cs you have entered.

Step 12: Enter the corrections to the W-2 data in the appropriate boxes. Do not fill in the fields that were reported correctly the first time you filed Form W-2.

Step 13: Select the **New W-2c** button to save this W-2c information and create another W-2c. Otherwise, select the **Done** button to save this W-2c information and proceed to the W-2c Online Data Review for Tax Year 2004 page. You may also select the **Cancel** button to delete entries made to this W-2c.



*You can enter a maximum of 5 W-2cs. When entering your 5th W-2c, the system no longer displays the **New W-2c** button.*

Step 14: After you select the **New W-2c** button or the **Done** button, you may receive an alert. If so, you will need to review your data and make any corrections or select an override response for each alert. Then, select the **Done** button or the **New W-2c** button to proceed to the W-2c Online Data Review for Tax Year 2004 page.



☒ W-2c Online Help

W-2c Online Data Review for Tax Year 2004

This wage report is being prepared for:

EIN: 99-9999999

JANE DOE
123 ANYWHERE STREET
ANYTOWN, ST 99999

#	SSN	Name	Options
1.	123-45-6789	JON Q PUBLIC	<input type="button" value="View / Edit #1"/> <input type="button" value="Delete #1"/>

Options	
<input type="button" value="New W-2c"/>	Create another W-2c.
<input type="button" value="Edit Employer Info"/>	Change the employer information you entered.
<input type="button" value="Go to W-3c"/>	View your Form W-3c totals. From here you can submit your corrected wage report, print your wage report, or return to the W-2c Online Data Review page.
<input type="button" value="Quit"/>	Exit W-2c Online without finalizing your annual wage report. Your employer information and Forms W-2c will NOT be submitted!

Step 15: Select the **View/Edit** button next to the appropriate record to view or edit the W-2c data. If you want to delete the W-2c data, select the **Delete** button next to the appropriate record.

Step 16: Select one of the following options:

New W-2c button allows you to create another Form W-2c. This option will not be available if you already have five Forms W-2c.

Edit Employer Info button allows you to modify information on the Employer Data page.

Go to W-3c button allows you to access the Form W-3c. See [Step 17](#) for information about the **Go to W-3c** button.

Quit button allows you to exit this session without saving any of your data.

Step 17: Select the **Go to W-3c** button. The system displays the W-2c Online Form W-3c for Tax Year 2004 page for your review.



Social Security Online

Business Services Online

☒ W-2c Online Help

W-2c Online Form W-3c For Tax Year 2004

a Tax Year/Form corrected 2004/W-2		For Official Use Only OMB No. 1545-0008	
b Employer's name, address, and ZIP code JANE DOE 123 ANYWHERE STREET ANYTOWN, ST 99999		c Kind of Payer 941 - Regular	
d Number of Forms W-2c 1	e Employer's Federal EIN 99-9999999	f Establishment number	g Employer's State ID number
Boxes h, i and j are not applicable for W-2c Online.	h Employer's incorrect Federal EIN Not Applicable	i Incorrect Establishment Number Not Applicable	j Incorrect State ID number Not Applicable
Total of amounts previously reported as shown on enclosed Forms W-2c	Total of corrected amounts as shown on enclosed Forms W-2c	Total of amounts previously reported as shown on enclosed Forms W-2c	Total of corrected amounts as shown on enclosed Forms W-2c
1 Wages, tips, other compensation <div style="text-align: right;">\$56.00</div>	1 Wages, tips, other compensation <div style="text-align: right;">\$65.00</div>	2 Federal Income Tax withheld <div style="text-align: right;">\$43.00</div>	2 Federal Income Tax withheld <div style="text-align: right;">\$34.00</div>
3 Social security wages <div style="text-align: right;">\$0.00</div>	3 Social security wages <div style="text-align: right;">\$0.00</div>	4 Social security tax withheld <div style="text-align: right;">\$0.00</div>	4 Social security tax withheld <div style="text-align: right;">\$0.00</div>
5 Medicare wages and tips <div style="text-align: right;">\$0.00</div>	5 Medicare wages and tips <div style="text-align: right;">\$0.00</div>	6 Medicare tax withheld <div style="text-align: right;">\$0.00</div>	6 Medicare tax withheld <div style="text-align: right;">\$0.00</div>
7 Social security tips <div style="text-align: right;">\$0.00</div>	7 Social security tips <div style="text-align: right;">\$0.00</div>	8 Allocated tips <div style="text-align: right;">\$0.00</div>	8 Allocated tips <div style="text-align: right;">\$0.00</div>
9 Advance EIC payment <div style="text-align: right;">\$0.00</div>	9 Advance EIC payment <div style="text-align: right;">\$0.00</div>	10 Dependant care benefits <div style="text-align: right;">\$0.00</div>	10 Dependant care benefits <div style="text-align: right;">\$0.00</div>
11 Nonqualified plans: <div style="text-align: right;">\$0.00</div>	11 Nonqualified plans: <div style="text-align: right;">\$0.00</div>	12a-d (Coded items) <div style="text-align: right;">\$0.00</div>	12a-d (Coded items) <div style="text-align: right;">\$0.00</div>

14 Inc. tax W/H by 3rd party sick pay payer \$ <input type="text"/> . <input type="text"/>	14 Inc. tax W/H by 3rd party sick pay payer \$ <input type="text"/> . <input type="text"/>		
16 State wages, tips, etc. \$ <input type="text"/> . <input type="text"/>	16 State wages, tips, etc. \$ <input type="text"/> . <input type="text"/>	17 State income tax \$ <input type="text"/> . <input type="text"/>	17 State income tax \$ <input type="text"/> . <input type="text"/>
18 Local wages, tips, etc. \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. \$ <input type="text"/> . <input type="text"/>	19 Local income tax \$ <input type="text"/> . <input type="text"/>	19 Local income tax \$ <input type="text"/> . <input type="text"/>
Contact person JAN PUBLIC		Telephone number 1235550102	
E-mail Address		Fax Number	

Options	
<p>Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the "Submit Corrected Wage Report" button below, I affirm that the above statement is true and wish to submit a correction to my annual wage report to Social Security Administration now.</p>	
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Submit Corrected Wage Report </div>	<p>Submit your corrected Tax Year 2004 wage report to the Social Security Administration.</p> <p>Your Form W-3c must reconcile with the Forms 941, 943, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3c and Forms W-2c.</i></p> <p><i>No test feature is provided for W-2c Online. Selecting this button will cause your data to be submitted.</i></p>
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Print Corrected Wage Report </div>	<p>Print your corrected Tax Year 2004 wage report.</p> <p><i>Note: Selecting this option will not submit your corrected wage report to the Social Security Administration.</i></p>
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Return to W-2c Data Review Page </div>	<p>Return to the W-2c Online Data Review page to review and/or edit your corrected wage report.</p>


Step 18: Select one of the following options:

Submit Corrected Wage Report button to submit your corrected wage information. Go to [Step 19](#) for more information.

Print Corrected Wage Report button to print or preview your corrected wage report prior to submitting it to SSA. Go to [Step 23](#) for more information.

Return to W-2c Data Review Page button to edit your data. Go to [Step 28](#) for more information.

Step 19: Select the **Submit Corrected Wage Report** button on the W-2c Online Form W-3c for Tax Year 2004 page to submit the corrected wage report. The system displays the W-2c Online Receipt Acknowledgement for Tax Year 2004 page.



[W-2c Online Help](#)

**W-2c Online
Receipt Acknowledgment for Tax Year 2004**

Date: 01-Nov-04 Time: 11:28 AM Eastern Time

**Your corrected annual wage report has been submitted to the Social Security Administration.
Please do not send us paper forms.**

This corrected annual wage report was submitted for:
Employer Name: JANE DOE
EIN: 999999999

Your Wage File Identifier (WFID) is KVL090.
The WFID is a number assigned to your submission for tracking purposes. You can check on the status of your submission by selecting *View Submission Status / Errors / Notice Information* on the BSO Home Page and looking for this WFID.

IMPORTANT! Do the following before proceeding:

1. Use your browser menu to save or print this acknowledgment of receipt for your records.
2. Right-click on the file link below (or tab to it and press Shift + F10) and select *Save As* to download your W-2c / W-3c file. Depending on your computer's configuration, this download could take 5 minutes or longer.

You will need Adobe Acrobat Reader to print your Forms W-2c and Form W-3c. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, [follow this link](#) to download it from Adobe's free download page.

Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the file hyperlink (or tab to it and press Enter).

Employers are required by law to keep copies of Forms W-2c and W-3c for 4 years. This file will continue to be available through **12/01/2004** by selecting *Download Submitted W-2cs* from the BSO Home Page. After this date, it will be discarded.

[KVL090.pdf](#)

[Continue](#)

Step 20: Right-click the file link to save the wage file.

Step 21: Select the **Save Target As** option from the browser menu to save the file.
(Otherwise, select the **Continue** button.)



NOTE

You can download your submitted corrected wage file for up to 30 days after the submission date by using the [Lesson 2: Download Submitted W-2cs](#) feature.

Step 22: Select the **Continue** button. The system displays the W-2c Online Thank You page.



[W-2c Online Help](#)

W-2c Online Thank You

Thank you for using W-2c Online

If you have not saved your file, right-click on the filename below (or tab to it and press Shift + F10) and select *Save As* to save your Form W-3c and Form W-2c information on your computer.

[KVL090.pdf](#)

This file will continue to be available through **12/01/2004** by selecting *Download Submitted W-2cs* from the BSO Home Page.

After you have saved your file, [follow this link](#) to download Adobe Acrobat Reader if this software is not already installed on your computer. You will need Adobe Acrobat Reader (version 5.0 is recommended) to print your Form W-3c and Forms W-2c.

[BSO Home Page](#)

Step 23: Select the **Print Corrected Wage Report** button on the W-2c Online Form W-3c for Tax Year 2004 page to print the corrected wage report. The system displays the W-2c Online Report Print page.



☒ W-2c Online Help

W-2c Online Report Print

Your corrected annual wage report has NOT been submitted to the Social Security Administration.

You can view, print or save your Form W-3c and Form(s) W-2c using Adobe Acrobat Reader (version 5.0 is recommended).

If the above software is already installed on your computer, select the *Print Preview* hyperlink below to open it with Adobe Acrobat Reader.

[Print Preview](#)

If the above software is not already installed on your computer:

1. Right-click on the *Print Preview* link (or tab to it and press Shift + F10).
2. Select *Save As* to save your Form W-3c and Form W-2c information on your computer.

Depending on your computer's configuration, this download could take 5 minutes or longer. After you have saved your file, [follow this link](#) to download Acrobat Reader from Adobe's free download page.

Options	
<p>Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the Submit Corrected Wage Report button below, I affirm that the above statement is true and wish to submit a correction to my annual wage report to Social Security Administration now.</p>	
<p>Submit Corrected Wage Report</p>	<p>Submit this corrected Tax Year 2004 wage report to the Social Security Administration.</p> <p>Your Form W-3c must reconcile with the Forms 941, 943, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3c and Forms W-2c.</i></p>
<p>Return to W-3c</p>	<p>View your Form W-3c totals.</p> <p>From here you can submit your corrected wage report, print your corrected wage report, or return to the W-2c Online Data Review page.</p>
<p>Return to W-2c Data Review Page</p>	<p>Return to the W-2c Online Data Review page to review and/or edit your corrected wage report.</p>
<p>Quit</p>	<p>Exit W-2c Online without finalizing your corrected wage report.</p> <p>This will DELETE your entire report, including your employer information and Forms W-2c from this session.</p>



If you do not have Adobe Acrobat Reader on your computer, you can download it by selecting [“follow this link”](#) near the top of the page.

Step 24: Select the **Print Preview** link. The system displays the compiled Forms W-2c and W-3c.

Step 25: Select **File>Print** from the menu bar or select the **Print** icon from the tool bar to print your Forms W-2c and W-3c.

Step 26: Select **File>Close** on the menu bar after printing to close the window. The system returns you to the Print Preview page.

Step 27: The options on the Print Preview page allow you to submit your corrected wage file to SSA, return to the W-3c page, return to the W-2c Online Data Review page, save your data, or quit without saving your data.

Step 28: Select the **Return to W-2c Data Review Page** button on the W-2c Online Form W-3c for Tax Year 2004 page to edit your W-2c data. The system returns you to the W-2c Online Data Review for Tax Year 2004 page.

Lesson 2: Download Submitted Forms W-2c

Follow the instructions below to download an Adobe file containing Forms W-2c and W-3c for a W-2c Online report submitted within the last 30 days.



Submitted wage files are available for 30 days or until December 31, whichever comes first.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.

Step 2: Select the **Login** link on the BSO Welcome page. The system displays the General Login Attestation page.



General Login Attestation

User Certification for SSA Business Services Online

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my PIN.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am the individual authorized to do business under this PIN.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Business Services Online Login page.



The screenshot shows the Social Security Online Business Services Online (BSO) login page. At the top, there is a header with the Social Security Administration logo and the text "Social Security Online Business Services Online" and "Social Security's Business Services Online (BSO)". Below the header, there is a "BSO Help" button. The main heading is "Business Services Online Login". Below this, there is a prompt: "Type your Personal Identification Number (PIN) and password, then select Login." There are two input fields: "PIN:" and "Password:". Below the input fields, there are two links: "Select this link if you forgot your password." and "Select this link if you need to complete your phone registration." There are two buttons: "Login" and "Cancel". At the bottom, there is a text block: "Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778."

Business Services Online Login

Type your Personal Identification Number (PIN) and password, then select Login.

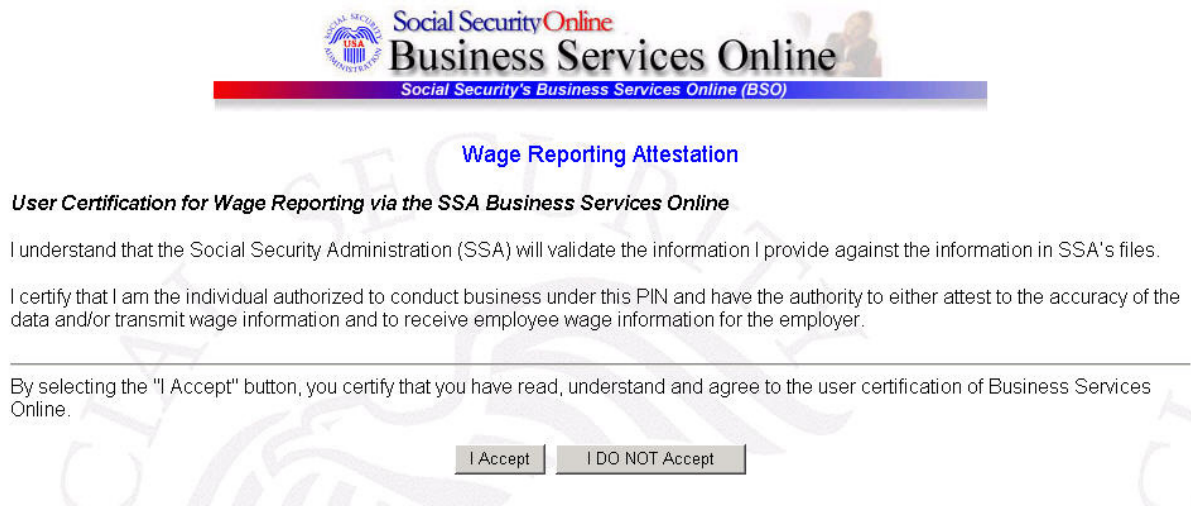
PIN: Password:

[Select this link if you forgot your password.](#)
[Select this link if you need to complete your phone registration.](#)

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

Step 4: Enter your PIN and password.

Step 5: Select the **Login** button to display the main menu. The system displays the Wage Reporting Attestation page.



The screenshot shows the Social Security Online Business Services Online (BSO) Wage Reporting Attestation page. At the top, there is a header with the Social Security Administration logo and the text "Social Security Online Business Services Online" and "Social Security's Business Services Online (BSO)". Below the header, there is a heading: "Wage Reporting Attestation". Below this, there is a section titled "User Certification for Wage Reporting via the SSA Business Services Online". There is a paragraph: "I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files." There is another paragraph: "I certify that I am the individual authorized to conduct business under this PIN and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer." There is a horizontal line. Below the line, there is a paragraph: "By selecting the 'I Accept' button, you certify that you have read, understand and agree to the user certification of Business Services Online." There are two buttons: "I Accept" and "I DO NOT Accept".

Wage Reporting Attestation

User Certification for Wage Reporting via the SSA Business Services Online

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that I am the individual authorized to conduct business under this PIN and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

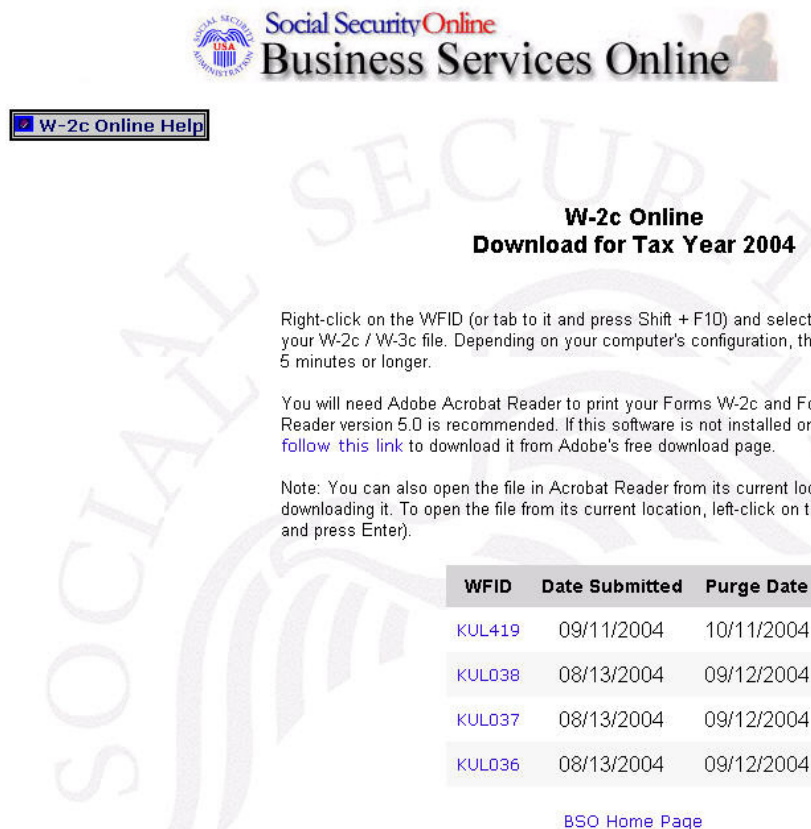
Step 6: Select the **I Accept** button after reading the conditions defined on the Wage Reporting Attestation page. The system displays the BSO Home Page.

Step 7: Select the **Download Submitted W-2cs** link.

► **Download Submitted W-2cs**

Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).

The system displays the W-2c Online Download for Tax Year 2004 page with previously submitted Wage Statements.



Social Security Online
Business Services Online

[W-2c Online Help](#)

W-2c Online
Download for Tax Year 2004

Right-click on the WFID (or tab to it and press Shift + F10) and select *Save As* to download your W-2c / W-3c file. Depending on your computer's configuration, this download could take 5 minutes or longer.

You will need Adobe Acrobat Reader to print your Forms W-2c and Form W-3c. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, [follow this link](#) to download it from Adobe's free download page.

Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the WFID (or tab to it and press Enter).

WFID	Date Submitted	Purge Date
KUL419	09/11/2004	10/11/2004
KUL038	08/13/2004	09/12/2004
KUL037	08/13/2004	09/12/2004
KUL036	08/13/2004	09/12/2004

[BSO Home Page](#)

Step 8: Right-click the WFID link you wish to download.

Step 9: Select the **Save Target As** option from the browser menu to download the file onto your computer.

Step 10: Select the **BSO Home Page** link to return to the BSO Home Page.